

**Personnel Committee
Monday, October 7, 2013
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Deputy Mayor), Paul Shapiro, Denise Keane

Other Council Members Present: David Freudmann, Mayor Paterson

The meeting was called to order at 6:03pm.

1. MINUTES

The minutes of September 30, 2013 were moved by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

2. TRANSPORTATION COORDINATOR CLASSIFICATION

Hart and Capriola reviewed the draft job description and classification analysis for the new Transportation Coordinator position. The position will manage the Nash-Zimmer Transportation Center. The position is budgeted at part-time for the current fiscal year. Staff recommends the position be classified at Grade 18 of the Town Administrators (non-union) pay plan. Shapiro made the motion, seconded by Keane, "to recommend to the Town Council that the pay grade for the Transportation Coordinator position be set at Grade 18 of the Town Administrators (non-union) pay plan." The motion passed unanimously.

3. EXECUTIVE SESSION – Town Manager Performance Review

Keane made the motion, seconded by Shapiro to go into executive session for the purposes of discussing personnel in accordance with C.G.S §1-200(6)(a) to discuss the Town Manager's performance review. Motion passed unanimously. Committee members entered into executive session at 6:26pm and left executive session at 7:28pm.

The meeting adjourned at 7:28pm.

Respectfully submitted,
Maria E. Capriola,
Assistant Town Manager
Town of Mansfield